



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date October 30, 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 25		Date Received NOV 29 1972	Application No. 390 Date Completed DEC 4 1972
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry Animal Disease Eradication Section (Poultry) 19 Hunter St.S.W., Atlanta, Ga. 30334		4. Person to Contact Dr. James Andrews J.F.A.	5. Working Title State Veterinarian
		6. Tel. No. 656-3667	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1970 to Date

9. Exact Series Title
Poultry Plant Inspection Report Files

10. What is the function of the office in which this record series is created?
- This Section administers the Poultry Carcasses Regulations. (Ga. Laws 1953-Jan.Feb. Session Page 480). It receives Inspector's Report on Poultry Disposal Facilities on the premises of Poultry Producers; issues Poultry Carcasses Certificates; inspects Poultry Carcasses Disposal Pits; advises Commissioner of Producers who are out of compliance; and revokes certification for causes.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).
- the inspection of plants processing poultry products for market.
- Documents relating to/Poultry-Plant-Inspection-Reports:
Includes only:
Poultry Plant Inspection Report
- Files are arranged by Month thereunder by Date of Inspection.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1	1.5		1	1.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years
				1	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. **REQUIREMENTS.** The following requires the files to be kept 1/2 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER Monthly, then:

- ☒ Hold in the current files area 6 month(s)/ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikes</i>	10-30-72		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikes</i>	10-30-72
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William N. Dixon</i>	11-29-72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Had</i>	11-29-72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>R. M. Thell</i>	12-1-72

STATE RECORDS
COMMITTEE

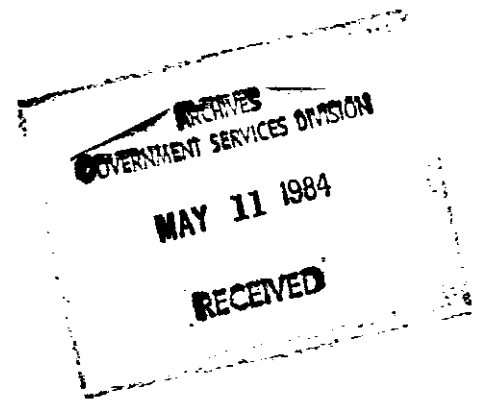


Department of Agriculture

AGRICULTURE BUILDING CAPITOL SQUARE
ATLANTA, GEORGIA 30334

Thomas T. Irvin
Commissioner

May 10, 1984



Georgia Department of Archives & History
Government Services Division
330 Capitol Avenue, S. E.
Atlanta, Georgia 30334

Attention: Mary Hall

Dear Mary:

The following retention schedule should be transferred from the **Animal Industry Division** to the **General Field Inspection Forces Division** within the Department of Agriculture:

Schedule

Number	Description
390	Poultry Plant Inspection Report Files

If further information is needed, please let me know.

Sincerely,

Carol Cleveland

:cc